

MEMORANDUM

August 15, 2012

TO: Teachers

FROM: Dr. Daniel Tosado, Chief of Staff 

SUBJECT: 2012 FLORIDA TEACHERS LEAD PAYMENT (SUPPLY MONEY)

Pursuant to Florida Statute 1012.71, eligible classroom teachers must provide acknowledgment/acceptance of the terms of use of these funds before the Florida Teachers Lead Program payment is issued (also known as "Supply Money").

Commencing this year, eligible employees must log on to the Employee Portal and provide acknowledgment/acceptance on-line. The acknowledgment/acceptance period will be short. This is due to the fact that, by law, this payment must be issued during the last scheduled pay date in the month of September, therefore, it is **CRITICAL** that all eligible employees follow the steps delineated below and provide the required on-line acknowledgment/acceptance during this period. Please note that only eligible employees will see the "Florida Teachers Lead Program Payment" link.

Instructions for Acknowledgment/Acceptance of the Florida Teachers Lead Program Payment ("Supply Money"):

The procedure is as follows:

1. Log on to the District's main home page at www.dadeschools.net.
2. Click on the "Employees" tab.
3. Scroll down and click on the "Login to Employee Portal" bar.
4. Enter your username (employee number) and password; then click on Login.
5. Click on the "SAP ERP" tab.
6. Click on the "Employee Self Service" tab.
7. Click "Payroll".
8. Click on "Florida Teachers Lead Program Payment".
9. After choosing this, the screen will display the "Florida Teachers Lead Program Payment Acknowledgment" statement.
10. Carefully read the entire acknowledgment statement.
11. If you agree and wish to receive the Florida Teachers Lead Program Payment, click on the "ACCEPT" button, which will change to read "Accepted on ...", and will indicate the date you accepted.
12. This procedure **must** be completed for payment to be processed.

Acknowledgment/Acceptance Period:

TUESDAY, SEPTEMBER 4, 2012 (at NOON) THROUGH THE END-OF-DAY ON TUESDAY, SEPTEMBER 11, 2012 (only seven (7) days).

Please note that this period cannot be extended and failure to acknowledge/accept these funds as mandated by Florida Statute will prevent the employee from receiving this payment.

Eligible Personnel:

- A certified teacher employed on or before September 1, whose full-time or job-share responsibility is the classroom instruction of students in pre-kindergarten through grade 12, including full-time media specialists and guidance counselors serving students in pre-kindergarten through grade 12.
- Pursuant to Florida Statute, **only Pre-K through Grade 12 teachers who are funded through the Florida Finance Program are eligible** to receive this payment, therefore, **not all** teachers are entitled. Some of the non-eligible employees are; selected pre-K teachers, Athletic Directors, Student Activities Directors, Occupational Therapists, etc.

Payment is scheduled for the pay date of September 21, 2012.

If you have any questions, please call the Payroll Department at (305) 995-1642.

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cc: Region Superintendents
Region Directors
Ms. Odalis Garces